

INTRODUCTION (INT)

Introduction Table of Contents

HANDBOOK ELEMENTS..... INT 1

    Format and Finding Aids..... INT 1

    Initiating a Change..... INT 1

    Keeping Your Copy Current..... INT 2

    Future Support..... INT 2

    Acronyms..... INT 2



## INTRODUCTION

## HANDBOOK ELEMENTS

DOE managers at all levels of the organization are responsible for protecting the health of DOE employees, promoting safety at DOE facilities and worksites, and ensuring that DOE facilities and/or operations do not harm the employees. The FEOSH Handbook is issued to provide suggested procedures relating to FEOSH programs, regulations, and functions for all DOE facilities. Examples of effective program elements included in the Handbook will aid in implementing these requirements. This Handbook supplements and updates current FEOSH programs.

This Handbook addresses methodologies for achieving compliance. It is not a comprehensive repetition of the regulations, and does not supersede or revise them. Refer to the CFR for direction and turn to this Handbook for clarification and implementation suggestions for regulatory requirements. While the Handbook will be updated periodically, ensuring compliance with new rules published in the *Federal Register* and new directives issued by DOE as they occur is the manager's responsibility.

**Format and  
Finding Aids**

The Handbook format was chosen by the FEOSH Workgroup because of the user-friendly finding aids, the "white space" that allows users to make notes on what works and what does not work to drive future revisions, and the ability to issue and track individual page changes when they are issued, without having to reissue the complete Handbook.

To obtain the greatest value from this format, individual users, reviewers, or casual readers should read the introduction to familiarize themselves with the finding aids. The Handbook is divided into chapters, each covering a major program area. A master table of contents lists the chapter titles, providing an overview of the Handbook. Each chapter has a table of contents listing section titles, subtitles, and appendices.

**Note:** Text headings or key words are printed on the left side of the page.

The chapter title is centered above the upper horizontal line in all capital letters on each page. In the upper right-hand corner is the effective date of page issuance. The initial version of the Handbook shows "Change 00" to the right of the original 00/00/00 issue date. Future changes will bear new dates and change numbers on all new pages.

**Initiating a  
Change**

Responses from users are welcome. To initiate a change in the Handbook, the user should

Each Handbook owner will also receive a user registration card that should be completed and returned by mail or FAX. This will allow maintenance of a current Handbook distribution list and will facilitate revision issuance. If ownership of your FEOSH Handbook is transferred to someone else, please notify the DOE FEOSH Program Office.

## INTRODUCTION

## Keeping Your Copy Current

### Future Support

The FEOSH Workgroup anticipates that a companion document may be developed that would contain detailed information about specific technical programs (e.g., respiratory protection or confined space entry) and include examples of good practices.

### Acronyms

ABIH	American Board of Industrial Hygiene
ACGIH	American Conference of Governmental Industrial Hygienists
ADS	Activity Data Sheet
ATAR	Agency Technical Assistance Request
BCSP	Board of Certified Safety Professionals
BLS	Bureau of Labor Statistics
CAIRS	Computerized Accident and Incident Reporting System
CEU	Continuing Education Unit
CFR	Code of Federal Regulations
CHP	Certified Health Physicist
CHST	Construction Health and Safety Technologist
CIH	Certified Industrial Hygienist
COP	Continuation of Pay
CSHO	Compliance Safety and Health Officer
CSP	Certified Safety Professional
D&D	Decontamination and Decommissioning
DASHO	Designated Agency Safety and Health Official
DCP	Director of Compliance Programs
DOD	Department of Defense
DOE	Department of Energy
DOL	Department of Labor
EMF	Employee Medical Folder
EOC	Emergency Operations Center
ES&H	Environment, Safety and Health
FAPO	Federal Agency Program Officer
FECA	Federal Employee Compensation Act
FEOSH	Federal Employee Occupational Safety and Health
FTA	Failure to Abate (Alleged Violation)
FTE	Full-Time Equivalent
GSA	General Services Administration
HQ	Headquarters
IDP	Individual Development Plan
IHIT	Industrial Hygienist in Training
ISA	Intraservice Support Agreement
JSA	Job Safety Analysis
LTC	Lost-Time Case
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MSS	Manpower Staffing Standards
NCRP	National Council on Radiation Protection and Measurement
NIOSH	National Institute for Occupational Safety and Health

**INTRODUCTION**

OFAP	Office of Federal Agency Programs
OPM	Office of Personnel Management
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
OSHT	Occupational Safety and Health Technologist
OWCP	Office of Workers Compensation Programs
PC	Personal Computer
PMA	Petition for Modification of Abatement (Dates)
POC	Point of Contact
PPE	Personal Protective Equipment
RAC	Risk Assessment Code
ROE	Rules of Engagement
SAFE	Safety Assessment/Facility Evaluation
SES	Senior Executive Service
STEP	Standard Element Paragraph
TRADE	Training Resources and Data Exchange □